



Michael R. Pence, Governor

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-3728
TDD: (317) 232-7763

July 1, 2014

NAME
LIBRARY
LIBRARY ADDRESS
CITY, STATE ZIP

Dear MX. XXXXXXXX,

Internal Use Only: Letter 1A

The deadline for renewal of your librarian certification is 9/30/2014. Please take a moment to review the Indiana State Library certification renewal requirements outlined below and on <http://continuinged.isl.in.gov/certification/>. We also encourage you to subscribe to INpublib, the listserv for public library professionals. We post regular updates there, as well as in the Wednesday Word. ISL's listservs are described at <http://www.in.gov/library/listservs.htm>. *Please watch for notices and important certification and continuing education information.*

LIBRARY EDUCATION UNIT REQUIREMENTS

Ongoing professional development is your responsibility for renewal of public librarian certification. *All classes for LEU credits must be completed between the date your license was issued and when it expires.* In order to be included in your total, all workshops and classes must have received approval of LEU-eligibility prior to completion.

Professional Assistants must complete fifty **(50) LEUs** in five (5) years.

Branch/Department Heads must complete seventy-five **(75) LEUs** in five (5) years.

Directors must complete **100 LEUs** in five (5) years.

For all staff, at least ten **(10) LEUs** must be technology-related **TLEUs**.

Please do not mail your LEU certificates with your application for renewal.

The Indiana State Library will conduct random LEU audits to verify individuals' participation. **If your file is selected for random audit, we will contact you within 30 days after the date your license expires.** If you receive a notice of random audit from ISL, you will have 60 days to show proof of your original LEUs. If you do not receive a notice of random audit from ISL within 30 days after the date your license expires, you may discard your LEUs from that 5-year cycle.

The cost to renew your 5-year certificate is \$50.00. Through the mail, we accept personal checks and money orders made payable to Indiana State Library. Per the State Board of Accounts, certification fees must be paid from the applicant's personal funds. A library district may choose to pay the applicant's fee from a gift fund or increase staff salaries in order to cover

the cost of the required certificate (amounting to no more than \$0.20 per week). Your library's Friends group may also contribute to this cost, if they choose to do so.

We will notify the INpublib listserv and Wednesday Word when online renewals with credit card payment are available. There is a \$4.57 fee for online renewals. **You may renew online ONLY if the following categories apply to you:**

1. You have not changed your library employer or your job classification,
2. You are not upgrading your license (i.e., from LC3 to LC2 or LC2 to LC1), or
3. You are not applying for a temporary license

Please note you will need your license # for your username and password on the Indiana Professional Licensing Agency website. If you do not know your license number, you can search for it at <http://www.in.gov/pla/3119.htm>.

To upgrade your license or report changes in employer or job classification, you must renew through the mail. There is no additional fee outside the \$50 for renewal by paper application.

The **Application for Certification of Public Librarians**, as well as license criteria for job classifications and library district sizes, is on the **ISL Continuing Education Toolkit for Library Professionals** website: <http://continuinged.isl.in.gov/certification/>.

Emily Schaber, Certification Program Coordinator, will answer your licensing and LEU questions via phone (317) 234-6217) or email (Emschaber@library.IN.gov) from 8:00 am to 4:30 pm, Monday through Friday.

On behalf of our Hoosier library communities, the Indiana State Library sincerely thanks you for your hard work and commitment to learning opportunities. We are hopeful that public library professionals share ISL's passion for lifelong learning and its potential to enhance services to our communities. We hope individuals take a great deal of pride in their jobs and have a sincere aspiration to constantly improve and to move forward on current needs and issues facing our patrons.

All the best,

Connie Bruder, Interim State Librarian